



# MCOLES

Michigan Commission on Law Enforcement Standards

April 2004

## MCOLES ANNUAL REGISTRATION

The MCOLES Information and Tracking Network (MCOLES Network) is now on line with Michigan's law enforcement community. The first order of business most law enforcement agencies will conduct via the MCOLES Network is the MCOLES Annual Registration. The MCOLES Annual Registration is a unified process that will handle statutorily mandated MCOLES reporting requirements as well as the voluntary registration for the Law Enforcement Distribution. The MCOLES Network **must** be used to complete the MCOLES Annual Registration. **Registration for the Law Enforcement Distribution will be done in conjunc-**

**tion with the Annual Registration and must be completed between April 5 and May 14, 2004.**

Below is a list of answers to frequently asked questions, which will assist all law enforcement agencies in becoming users and operators of the MCOLES Network. Once you have become familiar with the MCOLES Network, we believe you will find the MCOLES Annual Registration, retrieval of user information and other MCOLES business processes to be more efficient and user-friendly.

***What are the statutorily mandated reporting requirements for law enforcement agencies?***

MCL 28.609d requires law enforcement agencies to maintain an employment history for each licensed law enforcement officer the agency employs and to report the date on which each law enforcement officer commences or terminates employment. The statute specifies that these reporting responsibilities be carried out "in the manner prescribed by the commission," (referring to MCOLES).

***What reporting procedures has the Commission prescribed for law enforcement agencies?*** At the Commission's December 17, 2003 meeting, an interim policy was adopted that requires use of the MCOLES Information and Tracking Network by law enforcement agencies to satisfy their mandated reporting requirements. This policy is expected to be incorporated into the upcoming revisions of MCOLES Administrative Rules.

*(Continued on Page 3)*

### Looking for Free Internet Service?

It has come to the attention of MCOLES that the National Center for Rural Law Enforcement (NCRLE) and the Bureau of Justice Assistance (BJA) are providing Internet access at no cost to rural law enforcement agencies. Not only does this project provide Internet access, it also provides an electronic information resource center and promotes information sharing among law enforcement agencies by use of e-mail. The project began in 1995 and has been continued since that time through funding from the Bureau of Justice Assistance. A rural law enforcement agency is defined as: Police Department: Any city serving a population of 25,000 or less, Sheriff's Office: Any county serving a population of 50,000 or less, Tribal Criminal Justice Agencies: No population restrictions apply. More information is available on their website at [www.ncrle.net](http://www.ncrle.net) or you may contact them by phone at 1-888-411-1713.

### Inside this Edition

MCOLES Annual Registration.....	1
Executive Director Message.....	2
Commission Listing .....	2

## A Message From The Executive Director



I write these words in the aftermath of losing, two young Detroit police officers and a Clinton County sheriff deputy. Officer Matthew

Bowens and Officer Jennifer Fettig were apparently ambushed and died of gunshot wounds on Monday, February 16, 2004. Our condolences and prayers go out to the victims' loved ones and to their brother and sister officers. The Commission offered its tribute to these officers at the March 10 meeting. Just prior to publication of this newsletter, I received word of the death of Deputy Perry Fillmore of the Clinton County Sheriff Office. Deputy Fillmore perished in an automobile accident on March 27, 2004, while en route to an officer assistance call. The Commission will pay tribute to Deputy Fillmore at its regularly scheduled meeting on June 1, 2004.

In our last newsletter, we discussed the importance of administrative rules in implementing the intent of MCOLES controlling statutes. Moreover, we announced the beginning of a rule revision and updating process. This is now well underway. Proposed rule revisions

have been posted since last November at the MCOLES web site [www.mcoles.org](http://www.mcoles.org). Constituent groups have reviewed the proposed revisions, and highlights of the revisions to each proposed rule set were also posted.

The proposed rules update and modernize the content of existing administrative rules to reflect changes that have occurred in the practices and policies of the Commission. These draft rules also incorporate new requirements associated with the MCOLES Information and Tracking Network (The MCOLES Network), now in the rollout process. In addition to these changes, the proposed rules are organized in a user-friendly manner that will eliminate duplication and permit ease of use.

At its December 2003 meeting, the Commission directed MCOLES staff to initiate the formal rule making process with the Office of Regulatory Reform (ORR). In January, the Commission's Request for Rulemaking was approved by the ORR. The March 10, 2004 meeting of the Commission resulted in final approval for submission of draft rule language to the ORR.

Presently, the ORR is conducting both style and legal reviews of the rule drafts. The corrected drafts will be formally published by the ORR and are now available at the ORR web site, [www.michigan.gov/orr](http://www.michigan.gov/orr). Soon, a public hearing will be conducted, and the legislature's Joint Committee on Administrative Rules will also hold a hearing. If the process proceeds normally, the rules, as revised by the ORR, will be returned to the Commission for final approval. Following Commission approval, they will be forwarded to the Secretary of State for formal filing. Fifteen days following formal filing, the rules become law. We anticipate the entire process to be completed by the Fall of 2004.

Just one other thought, as mentioned in the cover article, the MCOLES Information and Tracking Network will have opened to Michigan law enforcement agencies, effective April 5. I expect most of the system processes will run seamlessly. I ask for your patience as we bring this complex product up to speed.

I close with best wishes for the Spring season.

*R.W. Beach Jr.*

### The Michigan Commission on Law Enforcement Standards

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**Officer Richard Weaver**  
*Detroit Police Officers Association*

Continued from Page 1

## MCOLLES Annual Registration

***How do I get access to the MCOLLES Information and Tracking Network?*** It is necessary for each law enforcement agency to execute a User Agreement with MCOLLES in order to use the system. Since the system contains information subject to privacy regulations, the law enforcement agency must identify persons authorized to conduct personnel transactions with MCOLLES. These individuals, and the agency, must execute Operator Agreements with MCOLLES. **Law enforcement agencies that have not already done so should execute User and Operator Agreements with MCOLLES immediately!**

Necessary forms are available at [www.mcoles.org](http://www.mcoles.org), or you may telephone MCOLLES at (517) 322-1384.

***How will operators learn to use the MCOLLES Information and Tracking Network?*** Mandatory operator training is currently being conducted across the state. Training schedules are available and training enrollment may be accomplished at [www.mcoles.org](http://www.mcoles.org). Due to the importance of system integrity and security, the only method of obtaining a system logon identification and password is through training. Trained operators will be provided with CD-based User Guides for future reference.

***Has the procedure to register for the Law Enforcement Distribution (LED) changed?***

Yes. You must use the MCOLLES Information and Tracking Network to register for the LED. The law enforcement agency mandated reporting requirements and the Law Enforcement Distribution use common elements of information. Therefore, the system will guide the user through the mandatory reporting requirements. Then, the user will be asked, "Do you wish to register for the 2004 Law Enforcement Distribution?" Registration for the LED is voluntary. The system will guide the user through the LED registration process, including reporting of the previous year(s) LED expenditures. **THE REGISTRATION PERIOD FOR THIS YEAR WILL COMMENCE APRIL 5, 2004. THE DEADLINE FOR THE 2004 LED REGISTRATION HAS BEEN EXTENDED TO MAY 14, 2004.**

***Will there be training to prepare for Law Enforcement Distribution registration?*** Yes, however this training is being conducted in conjunction with Operator Training for the MCOLLES Information and Tracking Network. Persons who are responsible for registering their agency for the LED must execute Operator Agreements for the MCOLLES Information and Tracking Network and must attend Operator Training. **Operator Training will prepare persons to conduct the LED Registration and related LED Expenditure**

**Reporting using the MCOLLES Information and Tracking Network.**

***What personnel may I report for purposes of obtaining the Law Enforcement Distribution (LED)?*** MCOLLES is authorized to provide LED monies based upon your declaration of a full time equivalency of **MCOLLES licensed law enforcement officers employed by your law enforcement agency.** More specifically, you may **not** report persons in the following categories:

- Persons who are not licensed law enforcement officers;
- Persons who are not employed by **your** law enforcement agency;
- Persons who are sworn in with limited law enforcement authority;
- Persons who are sworn in with full law enforcement authority but are employed by a different agency, and;
- Civilians.

MCOLLES is required to recover improperly disbursed dollars from future distributions. Please ensure the accuracy of your rosters!

***What is the MCOLLES Number, and what is its significance?*** A unique, permanently assigned MCOLLES number is assigned to each licensed law enforcement officer. When attending in-service training, officers will

(Continued on Page 4)

Continued from Page 3

## MCOLES Annual Registration

need to provide their name and MCOLES number to register their attendance. The social security number, date of birth, and other forms of personal information will no longer be used for enrollment, attendance, or tracking purposes. The MCOLES number will also be used by law enforcement agencies, or officers, when corresponding with MCOLES. Agencies were provided with listings of the MCOLES numbers for the officers they employ during September 2003. In the event this list was misplaced, agency MCOLES Numbers may be replaced via written request on agency letterhead. Every law enforcement officer should be aware of his/her MCOLES number.

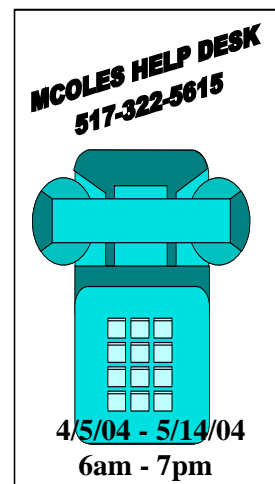
**What should be done if an officer's name does not appear on the agency roster?**  
*Please call MCOLES at (517) 322-5615 and you will be*

*referred to the appropriate MCOLES staff member to assist you. You will be directed to a downloadable file at our web site [www.mcoles.org](http://www.mcoles.org) that will assist you in creating a list of omitted officers for submission to MCOLES. Agencies will be credited for the service of these officers in the Law Enforcement Distribution unless otherwise notified by MCOLES.*

**I am having trouble operating the MCOLES Information and Tracking Network. Is there a help desk I can call for assistance?**

Yes. Given the magnitude of transitioning from paper based processes to the MCOLES Network, we will operate a Help Desk to assist users as they gain familiarity with the system. Effective April 5 through May 14, the MCOLES Network Help Desk may be reached at (517) 322-5615,

between the hours of 6:00 A.M. and 7:00 P.M. This service will remain active during regular business hours after May 14. If your question is in regard to the Law Enforcement Distribution, please call (517) 322-5617 during regular business hours.



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Department of State Police  
Michigan Commission on Law  
Enforcement Standards  
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Lansing, MI 48913

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U.S. POSTAGE  
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PERMIT NO.  
1200



## Michigan Justice Training Fund 2005 Competitive Grant Application Workshops are Mandatory

The Michigan Commission on Law Enforcement Standards will be presenting the 2005 Competitive Grant Workshops during the month of June 2004. Grant application packets will be available to all workshop participants. **Attendance of a workshop is mandatory for all grant applicants.** If you do not attend a workshop your grant application will not be accepted for potential funding in the 2005 competitive grant award cycle. To ensure a seat in one of the following workshops, please contact Ms. Cheryl Hartwell at (517) 322-5617 by no later than Friday, June 4, 2004 to register.

**Thursday, June 10, 2004**

Holiday Inn - Grayling  
Grayling, Michigan - Balsom Room  
10 am - 12 noon

**Monday, June 14, 2004**

Washtenaw Community College  
Ann Arbor, MI - Morris J. Lawrence Bldg.  
Room 101, 1pm - 3 pm

**Tuesday, June 15, 2004**

Michigan State Police Academy  
Lansing, Michigan - Classroom C-1  
10 am - 12 noon

**Application packets will only be available to eligible applicants at the workshops.**

## Michigan Justice Training Fund 2004 Competitive Grant Awards

<b>Applicant</b>	<b>Grant Title</b>	<b>Award Amount</b>
Michigan Judicial Institute	Court Support Personnel Training	\$69,207
<b>Total Adjudication Grants</b>		<b>\$69,207</b>
Department of Corrections	Cell Extraction & Control Systems Instructor	\$13,885
Delta College	CPR/Bloodborne/Hazmat for Corrections/Jail Personnel	\$6,485
Grand Traverse County Sheriff	Regional Correctional Training	\$16,549
Ingham County Sheriff's Office	Correctional Academy	\$35,944
Kellogg Community College	Tri County Correctional Training Consortium	\$20,990
Kirtland Community College	Northern Michigan Corrections Training	\$125,016
<b>Total Corrections Grants</b>		<b>\$218,869</b>
Mich Appellate Assigned Counsel	Current Issues in Appellate Practice (Corrections Issues)	\$18,144
State Appellate Defender Office	Criminal Defender Training Conference	\$72,182
State Appellate Defender Office	Defender Training 2004	\$226,509
<b>Total Criminal Defense Grants</b>		<b>\$316,835</b>

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## Michigan Justice Training Fund 2004 Competitive Grant Awards

Applicant	Grant Title	Award Amount
Department of Corrections	Advanced Ground Defense Systems Instructor Course	\$11,760
Department of Corrections	Basic Detective Training	\$6,000
Department of Corrections	Intermediate Use of Force Instructor	\$11,760
Department of Corrections	PPCT Instructor Trainer Program	\$10,000
Department of Corrections	Scientific Content Analysis (SCAN)	\$22,000
Department of Corrections	Use of Force Training Manager	\$9,059
Ottawa County Sheriff's Office	Leadership & Communications Training	\$11,168
Lake Superior State University	Law Enforcement/Corrections Training Series	\$36,763
West Shore Community College	Law Enforcement/Corrections Training Series	\$28,464
<b>Total Cross Professional Grants</b>		<b>\$146,974</b>
Clinton County Sheriff's Office	New Sheriffs School	\$91,943
Clinton County Sheriff's Office	Use of Force Control Techniques	\$15,000
Delta College	2004 Law Enforcement Series	\$132,587
Delta College	Accident Investigation Program	\$21,780
Delta College	Detective Academy	\$11,699
Detroit Police Department	Policing in the 21st Century	\$16,642
Eastern Michigan University	First Line Developmental Program	\$26,695
Eastern Michigan University	School of Computer Forensics - Class IV	\$34,962
Eastern Michigan University	School of Cybercrime Investigation V	\$43,287
Eastern Michigan University	School of Police Staff & Command - EMU	\$75,734
Eastern Michigan University	School of Police Staff & Command - Northern Michigan	\$98,557
Grand Valley State University	Protecting Michigan Through Leadership	\$141,354
Hazel Park Police Department	Excited Delirium & Positional Asphyxia	\$36,050
Ingham County Sheriff's Office	Regional Pursuit Driving	\$41,480
Jackson Police Department	Incident Command Systems for Law Enforcement	\$1,684
Kellogg Community College	Tri-County Law Enforcement Training Consortium	\$110,707
Kirtland Community College	Northern Michigan Law Enforcement Training	\$126,702
MSP-Training Division	Advanced Precision Driving	\$14,025
MSP-Forensic Division	Forensic Science Training	\$253,337
MSP-Training Division	Firearms Instructor School	\$45,576
MSP-Training Division	Law Enforcement In-Service	\$74,716
MSP-Training Division	Leadership Development	\$6,191
MSP-Training Division	Precision Driving Instructor	\$10,283
MSP-Training Division	Supervisor Development	\$3,851
MSP-Training Division	Tuition-Based Firearms Instructor Update	\$7,341
Monroe County Sheriff's Office	Regional Training Plan 2004	\$57,505
Muskegon Community College	West Michigan Police Training Series	\$24,173
Northern Michigan University	Law Enforcement In-Service	\$304,513
Ottawa County Sheriff's Office	Managing Disorder: L. E.'s Role in Critical Incidents	\$7,686
<b>Total Law Enforcement Grants</b>		<b>\$1,836,060</b>
Prosecuting Attorneys Coord Council	Prosecutor Training for 2004	\$302,930
<b>Total Prosecution Grants</b>		<b>\$302,930</b>
<b>Total Grant Awards</b>		<b>\$2,890,875</b>